

Room B10 - Memorial Building
(508) 620-4838 Fax (508) 628-1362

Application Must Be Made Out In Duplicate

PLEASE SEE OTHER SIDE

A PERMIT IS REQUIRED FOR ALL SIGNS

PENALTIES OF UP TO \$300 PER DAY CAN BE IMPOSED FOR ANY AND ALL SIGN BY-LAW VIOLATIONS

REQUIREMENTS FOR ALL SIGNS

1. **No signs are to be installed without a permit having been issued. (NO EXCEPTIONS)**
 2. **Application:** Must be made by a licensed sign installer. Forms must be thoroughly and accurately completed in duplicate. It is the applicant's responsibility to obtain the Owner's signature and all required engineered drawings. No application shall be accepted or acted upon by the Building Commissioner until the applicant provides required information contained in the Sign By-Law and all required fees are paid.
 3. A scale drawing of each proposed sign showing colors and type of illumination.
 4. One set of Photograph(s) of the site and/or building showing the proposed location of the sign and all existing signs at the site.
 5. One set of Photographs of any physical objects or conditions obstructing the view of any proposed sign and the measured distance of that object from the sign.
 6. A plot plan of the lot indicating the building, setback of the building from the curb or edge of pavement, curb cuts and any landscaped or other areas in which a sign is to be placed. In landscaped areas, drawing(s) or photograph(s) shall indicate the type and size of any existing or proposed landscaping.
 7. Specifications for construction, lighting and wiring in accordance with the State Building Code State Electrical Code. **ELECTRICAL**
- PERMIT MUST BE OBTAINED FOR ILLUMINATION.** A Certificate of Insurance is required for all electrical work.
8. Inspections of all sign installations are required.
 9. Once a sign permit has been issued in conformance with all of the provisions of this By-Law, subsequent applications for reuse of existing conforming signs shall be made and fees paid to the Building Commissioner. The Building Commissioner, having all data on file for the premises in question, may waive the requirements of Section 1.10.1 of the By-Law.
 10. The Building Commissioner shall render a decision within Thirty (30) calendar days of receipt of a completed application in conformance with ALL provisions of this By-Law.
- EXCEPTION:** If requested in writing by the applicant, the Building Commissioner may grant a thirty (30) day extension.

REQUIREMENTS FOR STANDING/POLE SIGNS

The Building Commissioner or his agent shall perform a field survey on all applications for freestanding signs prior to the issuance of a permit. The results of the inspection shall become a permanent part of the applicant's file on a form prescribed by the Building Commissioner and shall bear the date of inspection, comments and the signature of the inspecting officer.

If the sign is over 50 square feet, or standing more than 12 feet above grade, plans must be prepared, stamped and signed by a registered Professional Engineer.

NULLIFICATION

A sign permit issued by the Building Commissioner shall become null and void if the work for which the permit was issued has not been completed within six (6) months from the date of issue. The Building Commissioner may issue one six (6) month extension, if, in his opinion, there is a valid reason for such an extension. If the sign has not been erected within twelve (12) months from the original date said permit was issued, the applicant must submit a new sign application and must comply with any changes to the Sign By-Law.

FAILURE TO ACT ON A PERMIT

If no sign permit has been issued within Thirty (30) calendar days after a proper application has been made, which conforms to all provisions of this By-Law, and no written request for an extension has been received and accepted, it shall be deemed to be denied.

APPEAL PROCESS

Any applicant for a permit, or any person who has been ordered by the Building Commissioner to incur expense in connection with a sign, or any person aggrieved by any refusal, order or decision of the Building Commissioner, may within thirty (30) days from the date of such refusal, order or decision, file an appeal for a petition for a variance with the Town Clerk.